



The MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
Post Office Box 1757 – Tallahassee, Florida 32302 – (850) 222-9684
Home Page: <http://www.fccma.org>

October 2007

Vol. 29, No. 10

In This Issue

Executive Director's Column
2008 FCCMA Annual Conference
Emerging Leaders Symposium
2008 Winter Institute
Coaching Panels
MIT News and Updates
Positions

“Civic Discipline”

By Lynn Tipton

From last month: *How should FCCMA work to overcome a lack of civic discipline? I've talked in this column before about the lack of civic education within the schools, but what about after school, when the citizen is a voter, a consumer of government services, and provider of taxes and fees. I will come back to this topic in future columns, but I sincerely believe that citizen's academies, open houses and other programs can help with citizen education. Please share your thoughts with me – this is an important issue for your Association.*

Interesting partnerships are being formed across Florida to tackle the issue of civics education. Former U.S. Senator (and former Florida Governor) Bob Graham and former U.S. Congressman Lou Frey have joined together with plans for statewide, Florida-specific civics programs, which will emanate from Frey's Center at UCF and the soon-to-be-opened Graham Center at UF. I have met with representatives of both centers, and informed both entities of the new Center for Florida Local Government Excellence at FSU. We have also discussed updates to the Florida League of Cities' teacher's handbook, which is among the only Florida-specific teaching materials presently available. I hope to be able to work with FCCMA committees on updating the old information and creating new material to use in a variety of teaching venues (print, on-line, DVD, etc.). Both centers' representatives have also discussed possible legislation to add civics education to the FCAT, which would elevate its priority as a subject between the K-12 years.

Beyond an academic focus, both the Graham and Frey centers are interested in citizen forums, and I believe this also gives cities and counties the opportunity to highlight their outreach methods: citizen academies. I know that many of your governments hold annual classes, and produce graduates each year who are better citizens, better voters, and better participants in your respective governments – these can

serve as models for other local governments. Whether it is an open house, tours, hosting school children, a multi-week academy, or other programs, each of these is a wonderful teaching opportunity!

There are 18-plus million people calling Florida home this year, and over 1,000 people move here each day. I know you've heard that Florida has more people moving out than moving in: I haven't seen the statistics to match that quote, but believe it is only true in a few locations – not statewide. I believe we have to reach each citizen, and teach each citizen, to create the best future for Florida; someone who is a smart consumer, active participant, and knowledgeable voter makes the best citizen. For FCCMA, there are great opportunities ahead!

2008 FCCMA Annual Conference-“Emerging Trends— Looking Into Florida’s Crystal Ball”

Some conference updates as the Committee continues its work. Confirmed sessions/speakers so far are: John Kastrenakas, US Department of Justice, will speak on ethics. He will have three Department of Justice investigators with him to tell their stories. The Emerging Professionals Career Development Luncheon on Thursday will present Joe Martin, a Florida success story and motivational speaker. There will be an interactive session for the Center for Florida Local Government Excellence, where members' input will be welcomed.

There will be a legislative session—depending on how things go with the property tax issue and the spring session, plans will be made around the results. Watch for more details to follow. Plans are being finalized for a session on Florida managers' contracts; the outcome will hopefully be a Florida-specific model contract.

A special Friday night themed event/dinner is in the development stages. You won't want to miss it. These are just a few of things being planned. Watch the website for more news as it becomes available.

Emerging Leaders Symposium

Are you a student working toward a public administration degree or have you just started your career and are interested in becoming a manager someday? If so, then join us on November 16 for our annual Emerging Leaders Fall Symposium. It will be held at the Lakeside Community Center in Port Orange from 8:30 a.m. – 4:30 p.m. Registration with Coffee and Danish will begin at 8:00 a.m. The theme is “Under Construction: The Building of a Successful Public Manager.” The cost is \$125. The EPC is offering scholarships of \$100 for the Symposium. If you are interested in a scholarship, please submit your application today as the deadline for submission is fast approaching. If you would like a brochure and have not received one, please contact Carol Russell at crussell@flcities.com.

2008 Winter Institute – “Transformation Through Conversational Leadership”

The 2008 Winter Institute will be held from Wednesday evening February 6 until lunchtime Friday, February 8, 2008 in St. Augustine. Ray Jorgensen, Jorgensen Learning Center, will be back by popular demand. The Winter Institute is limited to 80 managers, deputies and assistants; and space will be filled on a first come, first served basis. Brochures will be mailed this month. Details will be available in upcoming newsletters and on the website.

Coaching Panels

If you haven't already joined the phone panels, tune in on November 1 from 3:00 p.m. – 4:00 p.m. for the fifth phone panel. The topic is “Making a Difference and Having Fun—Next Gen Success Stories.” The panelists are Pat Bean, Shannon Lewis, Jon Lewis and Al Minner. The topics and times for next year's phone panels will be available in the November newsletter.

Coaching Subscription

With the dissolution of the Florida City and County Management Foundation, please consider a subscription to our Coaching Program. Budgets have been tightened and this is a great way for everyone in your city or county to participate. The cost of a subscription is only \$50 a year per city/county, and purchasing one subscription from your jurisdiction will help subsidize this great program. If your city/county can help, please send in your check to FCCMA today.

MIT News and Update

Listed here are the current members-in-transition. **Bruce Behrens**, former manager of Minneola, bbehrens@cfl.rr.com; **Mitchell Bobowski**, mbobowski@yahoo.com; **Joe DeLegge**, former manager of Bartow, jdelegge@gmail.com; **Jim Gallagher**, former manager of Dundee, jgallagher27@tampabay.rr.com; **Charity Good**, former manager of North Bay Village, good2821@aol.com; **Stella Heath**, former assistant manager of Frostproof, 863.639.2178; **Tom Moffses, Sr.**, former manager of Madison, moffsesr@gmail.com; **Katrina Powell**, former manager of Fort Meade, ktpowell68@aol.com; and **Susan Ashley Stanton**, former manager of Largo, a19b59@yahoo.com. Please take a minute to show your support of these MITs by making a phone call or sending an e-mail.

New Members

The following membership applications have been received. If no current member comes forth with a reason why these applicants should not be approved as members, they will be invoiced for dues. **Jennifer L. Clifton**, MPA Student, student; **Sandra B. Hirth**, Assistant to the City Manager, Callaway, associate; **Meridy Kehoe**, MPA Student, student; **William P. Mitchell**, city manager, Fort Myers, associate; **Robert R. Morin, Jr.**, instructor, Public Administration, University of Central Florida, affiliate; and **Faye W. Outlaw**, assistant county administrator, St. Lucie County, full.

Positions

Finance Director - Casselberry, Florida - - (Pop. 25,000). Salary Range: \$68,687 - \$114,478. Hiring Range: up to \$91,500 DOQ. The City is seeking an experienced municipal finance professional. Under general direction of the City Manager, the Finance Director is responsible for directing and coordinating all financial activities of the City, which includes the responsibility for financial planning, budgeting, accounting, revenue administration, utility customer service and billing; and the billing and collecting of special assessments and service charges for the City. Work in this class requires the employee to work effectively with and maintain communications with elected and appointed officials, other department directors, representatives of other governmental jurisdictions, private consultants and contractors, and subordinate personnel. Located in Seminole County, the City of Casselberry is within the Orlando metropolitan area. The

population is approximately 25,000. The Finance Director is responsible for coordinating City-wide accounting and related fiscal activities, directing the overall development and operational controls for maintenance of the central accounting system and directing the gathering, interpreting, recording and distribution of financial data. The Finance Director also monitors fiscal activities, ensures compliance with laws and requirements and ensures that city funds are correctly and effectively managed and that accounting and internal controls are maintained. The Finance Department is responsible for processing and maintaining all City-wide financial data per Governmental Accounting Standards Board (GASB) principals and State of Florida guidelines, producing the City's Comprehensive Annual Financial Report (CAFR) and coordinating the preparation of the City's annual budget. The Department is also responsible for providing billing and customer service for customers of the City's utility system, ensuring compliance with government purchasing guidelines, and processing the City's payroll, accounts payable, and fixed asset records. The Department includes 23 staff members and a 2006-07 budget of \$1.9M. The Department consists of three major functional areas: accounting, purchasing and customer service. The requirements include: graduation from an accredited college or university with a degree in business administration, accounting or finance, and a minimum of five (5) years highly responsible work experience in accounting, revenue administration, and other phases of fiscal management, (three (3) years of which must be in local government finance). At least two (2) years of experience in a supervisory capacity relating to local government finance functions. Certified Public Finance Officer, Certified Government Finance Officer, or Certified Public Accountant preferred. Resumes will be accepted until the position is filled. Please submit resume with current salary information to: Human Resources Department, 95 Triplet Lake Drive, Casselberry, FL 32707 or abrooks@casselberry.org. Additional information may be obtained by contacting Andy Brooks, Human Resources Coordinator at (407) 262-7700, Ext. 1150, or e-mail abrooks@casselberry.org (Please include "human resources" in the subject line to ensure that your email clears the email filter). All application materials are subject to the Florida Public Records Law.

Community Development Director – Charlotte County - Charlotte County (pop. 170,000), on the southwest coast of Florida, encompasses 859 square miles, and it continues to experience rapid growth. Community Development includes the Zoning/Current Planning Division, Comprehensive Planning Division, and Development Review Division. Bachelor's degree in planning, public administration, or closely related field, supplemented with graduate course work, and at least eight (8) years of relevant experience; or an equivalent combination of training, education and experience. Master's degree preferred. The ideal candidate would have training and experience in planning as well as broader governmental management experience, such as a county or city manager. Starting salary up to \$117,000, DOQ. Cover letter, resume, and salary history by October 22, 2007 to: Tom D. Freijo, Ph.D., Senior Vice President, The Mercer Group, Inc. Email: Freijo@Mercerfl.com P.O. Box 9328, Winter Haven, Florida 33883. TEL: (863) 299-3571 FAX: (863) 299-6737. EOE. Applications in Florida are a matter of public record upon receipt. Go to www.mercergroupinc.com for a complete Position Profile.

Planning Director – Daytona Beach - Daytona Beach is situated in Volusia County, on central Florida's east coast. Daytona Beach has a population of about 65,000 and encompasses approximately 65 square miles. The City's eastern border is the Atlantic Ocean, and it is widely renowned as "The World's Most Famous Beach." This diversified city has a mixture of beautiful beaches, historic districts, marinas, restaurants,

recreational facilities and hotels/ resorts. The Planning Director reports directly to the CAO who, in turn, reports to the City Manager. The Planning Director oversees the Planning Division. He/she performs technical and administrative work in directing the City's current and long range planning programs. He/she supervises planning staff, including planning manager, principal planners, landscape architect, and zoning officer, and oversees a budget of \$900,000. The Planning Director is responsible for the formulation and implementation of the Comprehensive Planning Program, rezoning, special use permits, land development code amendments, site plan review process, and development of City planning policies. The ideal candidate is an experienced planning professional with a high sense of customer service. Transportation planning experience, extensive comprehensive planning experience, and the ability to do special projects such as neighborhood planning and annexations are all important. Education: Bachelor's degree planning or a closely related field is required. Master's Degree in planning is preferred. AICP Certification is preferred. Work Experience: Six years of progressively responsible experience in supervising a municipal planning program is desired. Starting salary from \$100,000 to \$110,000, DOQ. Cover letter, resume, and salary history by October 31, 2007 to: Tom D. Freijo, Ph.D., Senior Vice President, The Mercer Group, Inc., Freijo@Mercerfl.com P.O. Box 9328, Winter Haven, Florida 33883. TEL: (863) 299-3571 FAX: (863) 299-6737. EOE. Resumes in Florida become a matter of public record upon receipt. Go to www.mercergroupinc.com for a complete Position Profile.

Director of Community Services - City of Dunedin, FL - Salary Range: \$72,161 - \$104,634 (Negotiable). (Pop. 37,500) Plans, directs and supervises the various functions of the Community Services Department, including code enforcement, building permitting, occupational licensing, zoning, long-range planning, commercial landscaping and downtown redevelopment, ensuring compliance with all applicable policies, procedures, laws and regulations. Updates and maintains all planning, zoning and building codes. Represents the City at public hearings locally and regionally. Advises the City Manager on a variety of related topics. Develops and administers the department's annual budget. Performs related work as directed. Reports to the City Manager. Requires a Master's degree in urban planning or related field supplemented by a minimum of seven years of progressively responsible experience in planning, codes enforcement and zoning administration, five of which have been in a supervisory capacity. An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered. Must possess a valid Florida driver's license within 30 days of employment. Accepting applications/resumes until position is filled. City of Dunedin 750 Milwaukee Ave., Dunedin, FL 34698. Phone (727)298-3040. Fax (727) 298-3052. For employment application go to http://www.dunedingov.com/docs/Employment_Application.pdf EOE m/f/d/v Drug/Smoke Free Workplace.

AMIO-Management and Budget Analyst – Jacksonville - The City of Jacksonville, Florida is seeking a Management and Budget Analyst. The ideal candidate will have a basic understanding of budgeting theories, principles, and practices and have experience in planning, organizing and conducting high level administrative, organizational or related studies. Qualified candidate will have a Bachelor's Degree in Public Administration, Economics, Finance, Business Administration, Accounting or related field and one year of recent professional experience in budget, financial analysis or management analysis, preferably in government or non-profit organization. This position is appointed by the Mayor, subject to confirmation by the Council, and serves at the

pleasure of the Mayor. Apply at www.coj.net and fax resume to (904) 630-8240 by Wednesday, October 31, 2007.

Assistant City Manager – Lake City - The City of Lake City is a small town located in north central Florida midway between Jacksonville and Tallahassee approximately 45 miles north of Gainesville, just off I-75 and south of I-10. The City of Lake City is accepting applications for **Assistant City Manager**. This is administrative and technical management work requiring independent judgment and a high degree of responsibility in assisting the City Manager in performing functions and activities necessary for the effective operation of the City. This individual acts as City Manager in absence of City Manager. This position has the responsibility for coordinating and supervising the activities of assigned departments of Recreation, Community Planning and Economic Development, Growth Management and the City's airport. The Assistant City Manager coordinates, assigns, and directs the overall activities of assigned City Departments and serves as a liaison between departments and the City Manager; attends regular and special meetings of the City Council as directed by the City Manager; assists in the annual budgets as required; and administers performance evaluations of department directors under his/her supervision. Graduation from an accredited college or university with Bachelor's Degree in Business Administration or field related to area of supervision, eight years experience in field related to the departments which are supervised by this position or any equivalent combination of education, training, and experience.. Valid FL Driver's License and Drug Screen required. A detailed job description and application may be obtained and submitted at the City Hall, 1st Floor Receptionist, 205 N Marion Avenue, Lake City, FL, 32055. For a complete listing of our current openings and electronic application, please visit our website at www.lcfla.com. **OPEN UNTIL FILLED**. The City of Lake City is an EEO/AA/ADA/VP employer.

Downtown Redevelopment Manager – Lake City - The City of Lake City is a small town located in north central Florida midway between Jacksonville and Tallahassee approximately 45 miles north of Gainesville, just off I-75 and south of I-10. The City of Lake City is accepting applications for the position of **DOWNTOWN REDEVELOPMENT MANAGER** for the City of Lake City. This is responsible managerial, supervisory and marketing work coordinating the City's Community Redevelopment efforts, its program and activities. The Downtown Redevelopment Manager reports to the Assistant City Manager and is the main point of contact for downtown development. Position provides planning, management and administrative direction for division services and programs to include new retail and restaurant establishments, commercial and residential development, and events to Downtown Lake City. The overall goal is to market Downtown as a great residential and commercial environment; develop excitement about the changes; and promote events and activities that will generate growth while strategically marketing the Downtown area as a great place to live, work, play and development projects. The successful candidate will have graduated from an accredited four year college or university with major course work in public or business administration, marketing, planning, or a closely related field; four years of professional level experience managing a Redevelopment, Main Street, or Downtown Business Improvement District, or similar program or any equivalent combination of education, training, and experience. The candidate must possess a valid Florida Driver's License and will be required to pass a pre-employment physical and drug screen. A detailed job description and application may be obtained and submitted at the City Hall, 1st Floor Receptionist, 205 N Marion Avenue, Lake City, FL, 32055. For a

complete listing of our current openings and electronic application, please visit our website at www.lcfla.com. **OPEN UNTIL FILLED.** The City of Lake City is an EEO/AA/ADA/VP employer.

Finance Director – Miami Shores Village - The Village is seeking a qualified individual to direct all financial aspects and functions of the Finance Department, including Budgeting, Accounts Payable, Accounts Receivable, Cash Management, Payroll and Personnel Administration, Risk Management, and Pension Benefits. This position reports directly to the Village Manager and interacts with local elected officials, fellow department heads and staff, as well as residents. Requirements include: graduation from an accredited college or university with a degree in business administration, accounting or finance; at least five years of finance work experience and at least three years of governmental finance work experience. Good communication and interpersonal skills required. CPA and/or CGFO preferred. Excellent salary and benefit package offered. Submit resume with current salary information to: Village Clerk, 10050 N.E. 2nd Avenue, Miami Shores, FL 33138 or e-mail to: estepb@miamishoresvillage.com. EOE

Planning, Zoning & Economic Development Director - City of Plantation - \$80,153 - \$120,229 DOQ. Directs staff in administration & enforcement of laws & ordinances applicable to all of planning, zoning & economic development. Bachelor's in City Planning, Civil Engineering, Public Administration, Urban Studies, or related field; Master's in Planning is preferable; 5 years exp. in City Planning with a local government - population over 70K; or equivalent education, experience & training may be considered. Apply at: City of Plantation, Department of Human Resources, 400 NW 73 Avenue, Plantation, FL 33317 www.plantation.org. EOE/M/F/V/D/DFWP

Director of Environmental & Engineering Services/Emergency Management Director – Wellington – Salary: \$87,817.60 - \$139,443.20/yr plus excellent benefits. Minimum requirements: Oversees and provides comprehensive direction of engineering, Public Works, Utilities, Solid Waste and Environmental services to include all professional municipal engineering services related to land development, roadway design, construction, drainage, and contract administration. Performs plat, plan and application review from an engineering perspective, and coordinates and performs contract administration for capital improvement and other projects. Prepares and presents professional reports and recommendations for all listed functions in public and internal forums. Provides general engineering consultation to staff on engineering/construction projects. Serves as Village Engineer to one dependent district (ACME Improvement district) and one independent district (Pine Tree water control district). Serves as the Emergency Management Director in the event of an emergency. Oversees and provides direction for the Village's Emergency Operations Center. Develops coordination of all operational resources available to respond and recover from the effects of disasters and provide continuity of operations. Work includes implementation and management of systems, procedures, and policies. Ensures compliance with county, state and federal rules and regulations pertaining to emergency management, homeland security, NIMS, etc. Manages FEMA reimbursement process. Minimum requirements: Registered Professional Engineer. Bachelor's degree in Civil Engineering or related; supplemented by five to seven year civil engineering experience in land development, roadway design, construction, drainage and contract administration, including experience with governmental entities and the National Pollution and Discharge Elimination System

(NPDES). Three to five years progressively responsible experience in emergency management is also required. Meet NIMS training requirement for Incident Commander. To Apply: Interested candidates can apply online at www.ci.wellington.fl.us or by Fax: (561) 791-4045 or you can submit a resume or application in person to the Employment Services office, Village of Wellington, 14000 Greenbriar Boulevard, Wellington, FL 33414. Phone: (561) 791-4151. The Village of Wellington, population approximately 50,000, is a municipality in West-Central Palm Beach County, providing services to a primarily residential community. The Village of Wellington is a Smoke/Drug Free Workplace. Equal Opportunity Employer/Veteran's Preference.

Finance Director- Cairo, GA - The City of Cairo, located in Southwest Georgia [population 9,500] is currently seeking qualified applicants for the position of Finance Director. Salary: \$50,000 - \$68,000 DOQ. The City of Cairo is a Council/Manager form of government with an annual budget comprised of General Fund \$6M; Enterprise Fund \$24M, and Capital Fund \$5M. Under the direction of the City Manager, the Finance Director plans, organizes, directs and controls the activities of the Finance Department. The Finance Director is responsible for the custody and safekeeping of all city funds and monies in addition to assuring the maintenance and efficient operation of the accounting system for all city departments. The Director provides daily leadership to monitor the receipt, disbursement, and accounts of all city money as well as participation in accounting activities to maintain accounting control and to provide necessary financial records, reports, and statements. An employee in this position performs highly skilled supervisory work in directing of overall financial operations for a full service municipal government. Bachelors Degree in accounting, business administration or public administration is required. MBA, MPA, CPA, is highly desirable. A minimum of five (5) years experience in progressive government accounting and budgeting is preferred, at least two of which should be in a financial/managerial capacity. A thorough knowledge of Governmental Accounting Standards Board (GASB) and knowledge of the principles and practice of Generally Accepted Accounting Principles is a must. Successful candidate must possess significant experience and knowledge in financial and accounting software including AS400 type operating environments. The City of Cairo is centrally located in Southwest Georgia; 14 miles east of Thomasville and 35 miles north of Tallahassee, Florida. Cairo is a clean, attractive, ever-changing community full of active, energetic, enthusiastic citizens where the welcome mat is always out as evidenced by the designation, "Cairo, Georgia's Hospitality City." What we have in Cairo is a superb quality of life, and we treasure it deeply. Our public school system has been recognized for excellence; our medical facilities are first-rate; our public library is nationally famous; our recreational opportunities including hunting, fishing and golfing are the finest you will find anywhere. A detailed job description is available upon request. Send resume with cover letter no later than COB **Monday, October 29, 2007** to Terry P. Holt, HR Director, City of Cairo, PO Box 29, Cairo, GA 39838 (229-377-1722 Ext 3001). www.syrupcity.net

Dates to Remember:

November 16 – Emerging Leaders Symposium, Port Orange

February 7-8 – Winter Institute

May 28-31 – FCCMA Annual Conference, Marco Island